



The LIBRA School

Tel: 01598 740044 Email: admin@libraschool.co.uk

Co. Reg. No: 4335980

RESIDENTIAL CHILD CARE OFFICER (RCCO)

Salary: circa £22,550.40 pa full-time

Job Description

LIBRA is an organisation dedicated to the care and education of young people usually aged between nine and eighteen. LIBRA's main aim is to restore balance and harmony to the life of each child placed with us and to prepare the child for a future life utilising his/her abilities and talents. Each young person is housed individually with a dedicated team of care and teaching staff in individual homes in Timberscombe, Simonsbath and Minehead. The majority of young people are referred by Local Authorities throughout Great Britain. Many will have come from traumatised backgrounds and will show instances of challenging behaviour.

LIBRA provides a holistic approach to care and education by assisting these young people in their transition to a fulfilling adult lifestyle. A team of residential care staff, teachers and support staff work with each child on an individual basis - the emphasis being on a family team. The team is supported by therapists and counsellors. Work of this nature can sometimes be frustrating and at times difficult. However it can also be a challenge, very stimulating and extremely rewarding.

RCCOs at LIBRA work a shift pattern, normally based on 24 hour shifts at a time (this includes sleeping hours). The current shift pattern is 2 x 24 hour shifts (back to back) followed by 4 x 24 hours off. Holiday is up to 6 weeks per annum – based on shifts worked. There is a strong in-house training programme and we are committed to individual staff professional development. You will be on a trial period for 3 months. Occasionally, opportunities arise for promotion to Assistant or Unit Manager Status, these roles can be applied for in-house.

Note: Whilst maintaining a child centred approach, your work location will be matched to the need of the young people, which could be at any of the above homes. It is therefore essential that you are able to travel to all of these properties, as you will not necessarily be based at the unit nearest your home address.

- LIBRA is committed to ensuring that all members of its community, including young people and staff are treated fairly and equally regardless of their race, colour, gender, nationality, religious or political beliefs, ethnic or national origin, age, gender reassignment, marital status, sexual orientation, social background or disability. Appointments will be made solely on merit.
- LIBRA operates a no smoking policy.
- LIBRA is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to complete an Enhanced check via the Disclosure and Barring Scheme and provide satisfactory references.

MAIN PURPOSE OF JOB

To provide 24 hour care, support and security to clients (young people) for whom you are responsible, in accordance with LIBRA's policies, procedures and good practice under the direction of the Unit Managers and the Director of Care.



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KEY RESPONSIBILITIES

Child Care Practice

Safeguarding

- To have responsibility for safeguarding and promoting the welfare of children
- To be alert to signs of distress and abuse, and to ensure that the young people are monitored and protected
- To report any concerns to senior workers
- To adhere to and follow child protection/ safeguarding policies and procedures in order to promote the safety of the children and young people at all times
- To ensure clear and auditable reports and records are kept in line with organisational policy and procedure meeting legislative requirement
- To maintain and update awareness, knowledge and understanding of current affairs including extremism and radicalisation
- To be aware of all risk assessments in place for individual children and young people – and share this information with colleagues where necessary
- To challenge in appropriate practices as appropriate
- To report to you line manager or other appropriate person and concerns regarding malpractice or inappropriate behaviour
- To identify potential risk and assist in the risk assessment of activities, equipment and the environment they are to be carried out in
- To ensure all Health and Safety documentation is completed where necessary e.g. accident and incident forms in line with organisational policy and procedure

Direct work with children and young people

- To contribute to the development of children and young people through the provision of a healthy lifestyle, a variety of appropriate and stimulating activities; offering a caring and consistent approach
- To provide care and support for young people on either a 1:1 or 2:1 ratio of staff to young people
- To be sensitive to the needs of individual young people considering race, culture, language, and religion
- To act as a positive and appropriate role model for the children and young people at all times
- To provide direct care to all children and young people in line with agreed plans to meet individual needs including physical care, personal hygiene, feeding and meeting medical needs
- To communicate effectively and appropriately with young people using identified communication method and identifying and overcoming barriers to communication
- To consider a variety of communication methods and aids to enable young people to engage
- To build positive and professional relationships with the children and young people built on trust and knowledge
- To build positive and professional relationships with other agencies involved in providing care for the children and young people in your care
- To provide support and comfort to children under stress or distressed
- To support children and young people who need to meet agreed boundaries, this may involve physical intervention(training Management of Actual or Potential Aggression in is part of the mandatory induction training provided by the employing organisation)
- To provide support and guidance for children to gain and build life skills to increase their independence
- To develop appropriate professional relationships with parents/carers/ family members/ friends as appropriate
- To provide support and encouragement with children and young people's leisure time activities
- To encourage the children and young people to participate in community activities
- To respect and value all young people



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Evidencing care

- To talk and listen to the children and young people and to observe their behaviour and record significant features
- To contribute to care planning, participating in reviews and other meetings as required and to assist in the implementation of placement plans. To ensure all matters regarding the care and management of children and young people are accurately reported
- To report any unacceptable behaviour/safeguarding issues involving staff in a confidential and timely way complying with policies and procedures as required. (The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act and comply with organisational policies and procedures around confidentiality)

Professional development

Teamwork

- To build and maintain good working relationships with colleagues/staff
- To participate in and contribute to team meetings
- To work in a manner that reflects the principles of The Children Act, and organisational policies and procedures
- To liaise, co-operate and support colleagues across the organisation in a professional and timely manner; especially in relation to an activity that will directly impact on the young person's wellbeing and safety. To act flexibly, within reasonable boundaries, in order to ensure the necessary staff cover for a children's home
- To take part in the shift planning process, ensuring any concerns are passed on. To inform colleagues of relevant developments forming part of a constructive handover of information
- To act as a positive and professional ambassador to represent the organisation
- To facilitate good practice in others by acting as a positive role model at all times
- To respect and value all staff
- To work with shift team members to complete household responsibilities
 - To share the practical activities necessary to maintain a comfortable and cared for home
 - To report health and safety issues that may arise
 - To care for the fabric, equipment and grounds
 - To contribute to the day to day care of premises, vehicles, appliances and equipment
 - To balance and maintain handling of petty cash and budgets on a daily basis

Personal and professional development

- To keep abreast of good practice in order to develop skills, knowledge and experience in accordance with personal development reviews
- To make use of (be prepared and contribute to) regular supervision and appraisal
- To take part in required and relevant training (including Level 3 Diploma Residential Child Care)
- To be adaptable enthusiastic and patient, to be able to work well as part of a team and maintain a good sense of humour
- To be aware the role involves indoor and outdoor work, with periods of driving, standing, walking
- To be aware here is a potential for exposure to risk of verbal or physical abuse affecting personal health and safety, relating to the direct care of some children and young people